

Guidelines for Preparing Loan and Loan/Grant Combination Applications

Fiscal Year 1997

Distance Learning and Telemedicine Loan and Grant Program

Rural Utilities Service

U.S. Department of Agriculture

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I. HOW TO USE THIS BOOKLET

The *Guidelines for Preparing Applications (Guidelines)* booklet is designed to help applicants prepare a project proposal for a loan from the RUS' Distance Learning and Telemedicine Loan and Grant Program (DLT) during fiscal year 1997. Each applicant should take the following steps:

First read 7 CFR (Code of Federal Regulations) Part 1703, *Distance Learning and Telemedicine Loan and Grant Program*, which must be used in conjunction with the *Guidelines*.

This application is for the loan portion of the program. The loan portion of the program actually has two parts: (1) A 100 percent loan at the Treasury interest rate; and (2) a combination loan and grant. Therefore, pursuant to the Regulation, the combination loan and grant awards will go to those applicants who serve the most economically needy communities and lack the resources to pay back the loan without assistance. If you qualify for, or want to apply for a 100 percent grant, this is the wrong application guide. You need the grant application guide at <http://www.usda.gov/rus/dlt/dlml.htm>.

After reviewing both types of loan programs described in the *Regulation*, decide which program best fits your proposal. Applicants should submit loan applications according to the way in which they satisfy the National School Lunch Program (NSLP) criteria described in 1703.112 of the *Regulation*. If the area you are proposing to serve has a school lunch participation rate of 0 percent to 32 percent, you qualify for a loan only. If your participation rate is 33 percent to 60 percent you may be entitled to receive some grant money to augment your loan if you otherwise couldn't repay a loan. For applicants meeting the NSLP criteria for a combination loan/grant, RUS will determine the proportion of the loan/grant mix which will enable the applicant to complete the proposed project and repay the loan portion in full. For these loan/grant combinations, applicants must fully justify the need for the grant portion of the funding, demonstrating that the project would not be feasible based on loan funding only. RUS can give some grant money to an applicant that would, under the school lunch criteria only qualify for a loan, if the project achieves one or more of the following: utilizes cutting edge technology to provide a solution to a unique problem; provides services otherwise not possible in an extremely isolated geographic area; or provides inordinate quantifiable benefit to rural communities relative to the amount of financial assistance requested.

When completing the application, answer the following questions:

- What is your problem?
- How can we help?
- If you are requesting grant funding, why do you need the grant funds?

These questions should be addressed directly and indirectly throughout the application. The proposed scope of work, executive summary, funding commitment from other sources, statement of experience, etc., provide ample opportunity to justify a loan or loan/grant combination from

RUS. These three simple questions are the foundation of RUS' DLT program and provide an opportunity for Rural America to benefit from Distance Learning and Telemedicine technologies.

Read the "Application Checklist" to make sure your application is complete.

II. Program Overview

The Processing of Loans

Applications for loans and combination loans and grants may be submitted at anytime. The applications will be scored in accordance with the provisions of 1703.117, Criteria for Scoring Applications. Loan applicants are only required to meet a minimum of 94 points, and ensure repayment, to qualify for financing. In addition, loan applications meeting the minimum number of required points will be processed immediately, generally on a first-come first serve-basis; applications for combination loans and grants will be processed quarterly. Although applications may be submitted at any time, to ensure approval during FY 1997, which ends September 30, 1997, applications should be received no later than August 15, 1997. Applications received after August 15 will continue to be processed, however, no assurances can be provided for consideration for approval before the end of the fiscal year.

For applicants meeting the NSLP criteria for a combination loan/grant, RUS will determine the proportion of the loan/grant mix which will enable the applicant to complete the proposed project and repay the loan portion in full. For these loan/grant combinations, applicants must fully justify the need for the grant portion of the funding, demonstrating that both the project would not be feasible, and that they could not afford the project, based on loan funding only. RUS can, however, award some grant money to a project that would otherwise only qualify for a 100 percent loan, if the project achieves one or more of the following: utilizes cutting edge technology to provide a solution to a unique problem; provides services otherwise not possible in an extremely isolated geographic area; or provides inordinate quantifiable benefit to rural communities relative to the amount of financial assistance requested.

Meeting the Purposes of the DLT Program

The purpose of the DLT program is to provide financial assistance to needy recipients to enhance learning and health care opportunities for rural residents. Successful applicants must document the need or unique circumstances facing rural residents that will be addressed by the proposed project. In addition, the innovative use of telecommunications technologies to address this need and the dependence of the application on Federal financial assistance in order to successfully carry out the project will be considered.

Although only a minimum of 94 points is required for the processing of loan applications, applicants of loan financing are encouraged to address to the fullest extent possible each of the scoring criteria required for a completed application. Applicants must explain clearly the three principals: what's your problem; how can we help; and, if you are requesting grant funds, why

you need the grant funds. In reviewing loan applications to determine how applicants propose to meet the needs challenging rural residents, there are four scoring categories that are subjective and four categories that are objective. The objective categories are fairly straight forward indicators which measure the rurality of the area served by the proposed project, the applicant's ability to leverage resources, and its participation in Empowerment Zones, Enterprise Communities, or Champion Communities. The subjective categories allow the applicants to describe the unique circumstances involving their project and how they propose to use Federal financing in conjunction with other resources to address their communities' needs. The reviewers of loan applications rely on the applicants' information submitted in support of each of the subjective categories to fairly and equitably assign points. Information regarding the subjective categories is critical to a successful review. Some examples of information reviewers will be looking for follows:

Documented Need for Services - RUS will consider the extent of the applicant's documentation explaining the economic, education, or health care challenges facing the community; the applicants proposed plan to address these challenges; how the financial assistance can help; and, if you are requesting grant funds, why you need the grant funds.

Education and learning projects can seek to improve education and training opportunities of all types, for people of all ages and stages of life in both traditional and non-traditional learning settings. Examples may include: linking rural schools together to share resources; linking different types of schools, grade school to high school to community college to vocational school to university to each other and to health care facilities or to businesses; linking trainers and trainees to employers or educators; projects that focus on training to move people from welfare to work; adult, teen, and child literacy projects; mobile education/training programs; and any connections a community believes are needed to address education and training concerns.

Health care projects can seek to improve the availability of quality health care in rural areas through health care delivery or training or other purposes addressing community needs. Projects could include: telemedicine linking health care providers to each other for patient consultations, health related training and counseling, projects focusing on retention of health care facilities, home health care, mobile health care, care of the elderly, and any other function the community identifies as a health care related concern.

In addition to all other information, the Administrator will consider any support by recognized experts in the related learning or health care field, any documentation substantiating the educational or health care underserved nature of the applicant's proposed service area, and any justification for specific learning or health care services which are needed and will provide direct benefits to rural residents. Applicants should attempt to quantify benefits in terms of outcomes from the project; that is, ways in which peoples lives or the community will be affected and changed. Predictions of numbers of people affected and ways affected will help quantify the benefits to the community.

Innovativeness of the Project - In this category, the reviewers of the application will be looking for how modern telecommunications technology that be used to meet the unique service requirements of the community. The application should stress any use of telecommunications

technology that is a new approach to delivering educational training or health care services in the project area.

Innovation may take many forms, including the type of technology used, the way technology is used, or the purpose for which technology is used. Applicants should explain if the project is particularly innovative, or why a traditional approach best meets the needs of the issue to be addressed.

Cost Effectiveness of the Design - In this category, the applicant should show that the technology chosen is the most cost effective to provide the needed services. Some items to be considered would include the leasing of facilities versus buying them; slow scan video where appropriate, versus full motion (i.e., narrow band versus broadband); wireless technologies; and the maximization of the use of existing facilities.

Connectivity with Outside Networks - In this category, reviewers will seek the extent to which the proposed project can be connected to other learning or health care networks. Consideration will be given to the extent that the proposed project will interconnect with other existing networks at the regional, statewide, national or international levels.

Relation to FCC Discounts

The DLT loans fit hand-in-glove with the telecommunications services discounts for all schools (K-12), libraries and rural health care providers set forth in the Telecommunications Act of 1996 and implemented by the Federal Communications Commission (FCC). The FCC discounts focus on recurring monthly telecommunications costs and inside wiring, but doesn't cover end-user equipment. The DLT focuses on end-user equipment, and together they provide powerful assistance in making modern telecommunications technology available for improved and enhanced learning and health care for rural citizens.

The Application Guide

In the pages that follow, applicants will find detailed information regarding eligibility requirements, funding purposes, how, when, and where to submit an application, and other guidelines that should prove useful in preparing a loan application. Applicants for financial assistance should thoroughly familiarize themselves with the regulation and this application guide in order to ensure application completeness. Applicants should refer to 7 CFR 1703 for more explicit detail of the Distance Learning and Telemedicine Program and the required data to be used in the preparation of an application. Should any differences result in the interpretation of this Application Guide and 7 CFR 1703, the Regulation will take precedence over information contained in this Application Guide.

III. Supplementary Information:

Electronic Information Resources

Information about RUS and DLT, including the *Guidelines for Preparing Applications* and the 7 CFR Part 1703, *Distance Learning and Telemedicine Loan and Grant Program*, can be retrieved electronically via the Internet through RUS' home page on DLT: . <http://www.usda.gov/rus>.

Definitions

Terms contained in this Application Guide can be found in section §1703.102 of the regulations.

Eligibility

To be eligible to receive a loan under the Distance Learning and Telemedicine Program, the applicant must be organized in one of the following corporate structures:

1. An incorporated organization, partnership, Indian tribe and tribal organization as defined in 25 U.S.C. 450b (b) and (c) or other legal entity which operates or will operate a school, college, university, learning center, training facility, or other educational institution, including a regional educational laboratory, library, hospital, medical center, medical clinic or any rural community facility.
2. A consortium, as defined in §1703.102.
3. An incorporated organization, partnership, Indian tribe and tribal organization as defined in 25 U.S.C. 450b (b) and (c) or other legal entity which is providing or proposes to provide telemedicine services or distance learning service to other legal entities or consortia at rates calculated to ensure that the economic value and other benefits of the distance learning or telemedicine grant or loan is passed through to such other legal entities or consortia.

At least one of the entities in a partnership or consortium must be eligible individually and the partnership or consortium must provide written evidence of its legal capacity to contract with RUS.

Borrowers of an electric or telecommunications loan under the Rural Electrification Act of 1936 (U.S.C. 901 *et seq.*) are also eligible for loans as a borrower or pass-through lender.

Loan Purposes

Loans shall be limited to costs associated with the initial capital assets associated with the project. The following are allowable loan purposes:

1. Acquiring, by lease or purchase, eligible equipment as defined in §1703.102;
2. Acquiring instructional programming;

3. Providing technical assistance and instruction for using eligible equipment, including any related software; developing instructional programming; providing engineering or environmental studies relating to the establishment or expansion of the phase of the project that is being financed with the financial assistance. **This amount shall not exceed 20 percent of the requested financial assistance.**
4. Providing telecommunications transmission facilities if no telecommunications carrier will install such facilities under the Act or through other financing procedures within a reasonable time period and at a cost to the applicant that does not jeopardize the feasibility of the project, as determined by the Administrator.

Allowable Loan Funding Percentage

Loan funds may be used by eligible organizations that specifically request a loan for distance learning and telemedicine projects to finance up to **90 percent** of the cost of allowable loan purposes outlined in §1703.105. The applicant must furnish a minimum of **10 percent** of the project costs (matching funds) in order to have a valid application.

In-Kind Matching Provisions

The applicant's minimum funding contribution (specified in §1703.104) for allowable purposes in generally required in the form of cash. However, in-kind contributions for the purposes listed in §1703.105 may be substituted for cash. In kind items listed in §1703.105 must be non-depreciated or new assets with established monetary value.

Calculating Matching Funds for Loan Purposes

If a RUS loan covers 90 percent of the total project cost, the applicant provides the remaining 10 percent. Ten percent of the project cost is 11.11 percent of the 90 percent; i.e., the minimum amount of the match. For example, if the total cost of the project is \$100,000, RUS may fund up to \$90,000. Therefore, the applicant's match would be \$10,000

Ineligible Loan Purposes

Without limitation, loan funds will **NOT** be provided:

1. To cover the costs of installing or constructing telecommunications transmission facilities, except as provided in 1703.107, paragraph(c);
2. To pay for medical equipment except medical equipment primarily used for encoding and decoding data, such as images, for transmission over a telecommunications or computer network;
3. To pay salaries, wages, or employee benefits to medical or educational personnel;

4. To pay for the salaries or administrative expenses of the applicant or the project;
5. To purchase equipment that will be owned by the local exchange carrier or another telecommunications service provider;
6. To duplicate facilities providing distance learning or telemedicine services in place or to reimburse the applicant or others for costs incurred prior to RUS' receipt of the completed application;
7. To pay costs of preparing the application package for funding under this program;
8. For projects whose sole objective is to provide links between teachers and students or medical professionals who are located at the same facility;
9. For site development and the destruction or alteration of buildings;
10. For the purchase of land, buildings, or building construction;
11. For projects located in areas covered by the Coastal Barrier Resources Act (16 U.S.C. 3501 et seq.);
12. For any purpose that the Administrator has not specifically approved; or
13. To pay the cost of recurring or operating expenses for the project, except for leases provided in §1703.105.

Except as otherwise provided in §1703.140 (Expedited Telecommunications Loans), funds shall not be used to finance a project in part when success of the project is dependent upon the receipt of additional financial assistance or is dependent upon the receipt of other funding that is not assured.

Maximum and Minimum Sizes of Loans

Applications for loans to be considered under this subpart will be subject to limitations on the proposed amount of funding. **The minimum size of a loan is \$50,000.**

The Administrator may establish the maximum amount of financial assistance to be made available to an individual recipient for each fiscal year by publishing notice of the maximum amount in the Federal Register. **The maximum amount for 1997 is \$3,000,000 for a loan.** See Federal Register dated June 13, 1997, for reference.

IV. Completing the RUS Application

A. Introduction

This section provides instructions for preparing the RUS application. It describes the kinds of information that should be included in a proposal and provides step-by-step instructions for completing the application forms.

B. Application Filing Dates and Location.

Loan applications and combination loan and grant applications may be submitted at anytime and will be processed as received, generally on a first-come first-serve basis. Although applications may be submitted at any time, to ensure consideration for approval during FY 1997, which ends September 30, 1997, applications should be received no later than August 15, 1997. Applications received after August 15 will continue to be processed, however, no assurances can be provided for consideration for approval before the end of the fiscal year. It is your responsibility to ensure that RUS receives your application before the deadline.

All applicants must submit an original and two copies of a **completed** application to the following address:

**Assistant Administrator, Telecommunications Program
Rural Utilities Service
U.S. Department of Agriculture
1400 Independence Avenue, SW
STOP 1590
Washington, DC 20250-1590**

C. Choosing an Application Category

Applicants are asked to choose whether the application is for either a distance learning or telemedicine purpose as defined in 1703.102. This will eliminate any potential bias in the scoring of either category since each category will be scored separately. If the project provides both distance learning and telemedicine services, the applicant must identify the predominant use of the system.

D. General Instructions for Preparing Loan Applications

Completeness of Loan Applications. A DLT loan application is complete only when it contains the following-referenced items and original signed copies of all of the applicable Standard Forms. The application, including a Proposed Scope of Work, Executive Summary, and other supporting materials must be complete, legible, and easily understandable.

Failure to submit a complete DLT Loan application will result in the application being rejected by RUS.

Changes in Contact Information. If the contact information submitted in Box 5 of Standard Form 424 changes after the proposal has been submitted, the applicant should immediately notify RUS in writing.

E. Method For Preparing Proposed Scope of Work

The **Proposed Scope of Work** explains what you plan to do and why RUS support is essential to its implementation and success. It is your opportunity to make a clear and convincing presentation of the **goals** of your project and the **means** with which you expect to achieve these goals. The individuals reviewing your application need to understand quickly and easily what you are proposing and how well your proposal responds to the evaluation criteria published in the *Regulation*. Further, your narrative must show how you will carry out your project within the resources (such as personnel, time, and equipment) you have allocated.

As you write your **Proposed Scope of Work**, keep referring to the following three questions: What is the problem?, How can we help?, and, if you are requesting grant funds, Why do you need the grant funds?

The proposed scope of work of the project includes, at a minimum:

1. The specific activities to be performed under the project:
2. Who will carry out the activities;
3. The time-frames for accomplishing the project objectives and activities; and
4. A budget for capital expenditures reflecting the line item costs for both the grant or loan funds and other sources of funds for the project.

F. Method For Preparing an Executive Summary

Give a concise Executive Summary of the project. The Executive Summary should briefly cover the core aspects of the project: the goal(s) of the project; the community or communities to be served; the organizations participating as project partners; and the technologies to be employed. The Executive Summary should be factual rather than rhetorical in nature.

If your project may be eligible for some grant funds based on the percentage of population in the National School Lunch Program (33 - 60 percent) as set forth in Section 1703.112, please demonstrate the financial need for grant funds and provide a written explanation of the documentation in relation to the success of the project.

Applicants must **clearly** link their proposed projects to a specific problem or problems identified. The need(s) or problem(s) to be addressed should be thoroughly documented, using comparative data such as statistics. Applicants must explain how the proposed project will contribute to the solution of the problem(s) they define, and they must relate the solution to clear and measurable **outcomes** or results.

Applicants must present a clear and convincing link between the project they propose and the benefits they expect to achieve. Statements such as “Our schools lack access to the information highway, and this project will connect them to it.” do not provide an acceptable definition of the problem. You must specify the problem to be addressed in as much detail as needed (for

example, “Doctors in this rural area do not have timely access to the newest treatment protocols, and it is difficult for them to maintain their skill levels when the nearest major medical center is five hours away by car.”) and describe the outcomes you expect from your project (for example, “Doctors and other medical personnel will interact with distant specialists more frequently to seek confirmation of diagnoses or additional suggestions for treatment, leading to improved patient care, as measured by a reduction in the number of repeat visits for the same illness and a higher expressed rate of patient satisfaction”).

The applicant must provide RUS a general project overview containing the following nine categories:

1. A description of why the project is needed.
2. An explanation of how the applicant will address the need cited above, why the applicant requires financial assistance and types of educational or medical services to be offered by the project, and the benefits to the rural residents.
3. A description of the applicant, documenting eligibility in accordance with §1703.103.
4. An explanation of the total cost of the project including a breakdown of the RUS financial assistance required and the source of funding for the remainder of the project.
5. A statement that the project is either a distance learning or telemedicine purpose as defined in §1703.102. If the project provides both distance learning and telemedicine services, the applicant must identify the predominant use of the system.
6. A general overview of the telecommunications system to be developed, including the types of equipment, technologies, and facilities used.
7. A description of the participating hubs and end user sites and the number of rural residents which will be served by the proposed project at each end user site.
8. The applicant must certify that facilities using financial assistance do not duplicate adequate established telemedicine services or distance learning services. RUS will make the final determination whether or not financial assistance requested by an applicant will duplicate such adequate established services.
9. A listing of the location of each end user site (city, town, village, borough, or rural area including the state) discussing how the appropriate National School Lunch Program (NSLP) eligibility percentage was determined in accordance with §1703.112. These percentages may be obtained from the State or local organization that administers the program and must be certified by that organization as being correct.

G. Financial Information

The applicant must provide financial information to support the need for the loan requested for the project including the applicant’s financial capacity to carry out the proposed work; i.e., the project’s feasibility. When the applicant is a partnership, company, corporation or other entity, current balance sheets, reflecting net worth, are needed from each of the entities that has at least a 20 percent interest in such entity. When the applicant is a consortium, a current balance sheet, reflecting net worth, is needed from each member of the consortium and from each of the entities

that has at least a 20 percent interest in such member of the consortium. If the loan funds requested are being secured by a third party guarantor, the applicant should submit the appropriate financial information including, but not limited to current balance sheets of the guarantor.

- **Learning Institutions** - Applicants, including all members of a consortium, must provide an income statement and balance sheet, reflecting net worth, for the most recent annual reporting period preceding the date of the application.
- **Institutions Addressing Health Care** - Applicants, including all members of a consortium, must provide financial data including income statement and balance sheet reports, reflecting net worth, for the most recent completed fiscal year preceding the date of the application.
- **In addition:**
 1. All applicants must include sufficient pro-forma financial data which adequately reflects the financial capability of project participants and the project as a whole to continue a sustainable project for a minimum of 10 years after completion of the project.
 2. For applicants requesting a loan and applicants who qualify for a loan or a combination loan/grant in accordance with §1703.112, the documentation must demonstrate the ability to repay the loan. RUS will consider a secured loan guaranteed by a third party as evidence of the ability of the applicant to repay a loan. In this instance, the applicant should include the necessary financial information of the guarantor which will demonstrate its ability to fulfill its role as guarantor.
 3. For each hub and end user site, the applicant must identify and provide reasonable evidence of each source of revenue. If cost sharing arrangements are used, the applicant must provide evidence of agreements made among the participants.
 4. All applicants that are proposing to provide service to other service providers must provide certification, including the appropriate rate structure, that the benefit derived from the RUS Federal Assistance is passed through to persons receiving telemedicine or distance learning services from such other service providers.
 5. For RUS telecommunications and electric borrowers applying for a cost of money loan, the only financial information required in support of that application is the respective most recent Annual Report to RUS (i.e., RUS Form 479, Form 7, or Form 12).

H. Statement of Experience

The applicant must provide a written narrative (not exceeding three single spaced pages) describing its demonstrated capability and experience, if any, in operating an educational or health care endeavor and any project similar to the proposed project. Experience in a similar project is desirable but not required.

I. Funding Commitment From Other Sources

The applicant must provide evidence that all funds in addition to funds requested from RUS are committed and will be used for the proposed project. A letter from the organization providing the funds would be a good example of evidence required.

J. Telecommunications System Plan

The Telecommunications System Plan (Plan) is an essential part of the application since it will aid in the scoring of the application in such areas as Cost Effectiveness of the Design, Innovativeness of the Project, and Connectivity with Outside Networks. The Plan should show that the technology chosen is the most cost effective to provide the needed services and how modern telecommunications technology will be used to meet the unique service requirements of the community. The Plan should explain how telecommunication will be used to enable the proposed project to interconnect with other existing networks at the regional, state, national, or international level. The Plan should discuss any aspects of the project where telecommunications will play an essential part.

In the special case that you are an applicant requesting loan funds for telecommunications transmissions facilities, please submit the following:

1. Results of discussion with local exchange carriers serving the project area addressing concerns in §1703.107(c).
2. The capabilities of the telecommunications transmission facilities, including bandwidth, networking topology, switching, multiplexing, standards and protocols for intra-networking and open systems architecture. Explain the manner in which the transmission facilities will deliver the proposed services. The applicant must include detailed cost estimates for operating and maintaining the network, and include evidence that alternative delivery methods and systems were evaluated.

K. Proposed Evaluation Methodology

The applicant must provide a proposed method of evaluating the success of the project in meeting specific outcomes as outlined in the proposed scope of work and as set forth in §1703.100 and §1703.101.

L. Compliance with Other Federal Statutes and Regulations

The applicant is required to submit evidence that it is in compliance with other Federal statutes and regulations as follows (Certifications are provided that can be used to meet the requirements in Items 1 through 8):

1. Equal opportunity and non-discrimination requirements; Attachment 2 may be used for this purpose.
2. Architectural barriers; Attachment 3 may be used for this purpose.
3. Flood hazard area precautions; Attachment 4 may be used for this purpose.
4. Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs; Attachment 5 may be used for this purpose.
5. Drug-free workplace; Attachment 6 may be used for this purpose.
6. “Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transaction” (See 7 CFR 3017.510.); Attachment 7 may be used for this purpose.
7. Intergovernmental review of Federal programs if clearing house(s) exists(s) for the state(s) in which project is located (Consult with State Director.)
8. Restrictions on lobbying. For an application for financial assistance in excess of \$100,000, a certification statement, “Certification Regarding Lobbying” is required. If the applicant is engaged in lobbying activities, the applicant must submit a completed disclosure form, “Disclosure of Lobbying Activities” (See 7 CFR part 3018). Attachment 8 may be used for this purpose.

M. Environmental Impact and Historic Preservation

Details of the project’s impact on the environment and historic preservation must be provided. The application shall contain a separate section entitled “Environmental Impact of the Project.”

1. Environmental Information - An “Environmental Questionnaire,” may be use by applicants to assist in complying with the requirements of this section. Attachment 9 is provided for your use.
2. For a proposed project that only involves internal modifications or equipment additions to buildings or other structures, the environmental information normally required is: a description of the internal modifications or equipment additions, the size of the site in hectares, and the general nature of the proposed use of the facilities once the project is completed, including any hazardous materials to be used, created or discharged, any substantial amount of air emissions, wastewater discharge, or solid waste that will be generated.

N. A Completed Standard Form 424, “Application for Federal Assistance”

Complete this form along with a board of directors resolution authorizing the funding request.

O. Evidence of Applicant’s Legal Existence

Provide documentation describing your organization and citing its authority to enter into a loan or loan/grant agreement with RUS and perform activities proposed under the application.

P. Evidence that Economic Conditions meet the Loan or Loan/Grant Qualification

1. **100 percent Loan** - Provide documentation that the population served meets the percentage of population in School Lunch Program (0 - 32 percent) as set forth in Section 1703.112., thus qualifying for a loan.
2. **Loan/Grant Combination** - Provide documentation that the population served meets the percentage of population in the National School Lunch Program (33 - 60 percent) as set forth in Section 1703.112., thus qualifying for a loan and maybe some grant funds. In addition, the applicant must demonstrate why some grant funds are needed for successful implementation of the project. The ratio of loan and grant funds will be determined by RUS based on the applicants need and significance to the success of the project.

Q. Evidence that the Applicant is not Delinquent on any Federal Obligation (Attachment 10 may be used for this purpose.)

R. Evidence of Consultation with the USDA State Director, Rural Development, concerning the availability of local and state sources of funding available in that state, etc., in addition to the fact that the application conforms with the State Strategic Plan per Section 381D of the Consolidated Farm and Rural Development Act, 7 U.S.C. 1921 *et seq.* (The applicant should indicate if such a plan does not exist.)

S. Depreciation Schedule - Provide a schedule covering all assets of the project. Those assets for which financial assistance is being requested should be clearly indicated.

T. Supplemental Information - Provide any additional information relevant to the project.

U. Additional Information Requested by RUS

Provide any additional information the Administrator may consider relevant to the application and necessary to adequately evaluate the application and make funding decisions. The Administrator may also request modifications or changes, including changes in the amount of funds requested, in any proposal described in an application submitted.

V. Criteria for Scoring Applications

The following general criteria contained in 7 CFR Part 1703.117 will be used by RUS to score applications that have been determined to be in compliance with the requirements.

1. **The Need for Services and Benefits Derived from Services.** This criterion is used to score applications based on the documentation submitted that reflects the need for services, the benefits derived from the services proposed by the project and the community involvement. **Up to 45 points can be assigned to this criterion.**
2. **The Comparative Rurality of the Proposed Project Service Area.** This criterion is used to identify the end user sites and hubs (as defined in §1703.102) contained within the proposed project service area and to assign a score to the locations according to the population of the area where the end user sites are located. (Attachment 13 may be used for this purpose.) The definitions used in the evaluation of rurality are defined in §1703.117(b)(2)(ii). **NOTE: *To be considered a valid application meeting the rural requirements, applicants must have a minimum of 18 points in this category.*** **Up to 35 points can be assigned to this criterion.**
3. **The Ability to Leverage Resources.** This criterion is used to evaluate the ability of the applicant to contribute financially to the project, to secure other non-Federal sources of funding, and to bring community involvement to the table. Documentation submitted should reflect any additional financial support for the project from non-Federal sources above the applicant's required percent matching of the RUS financial assistance as set forth in §1703.104. **Up to 35 points can be assigned to this criterion.**
4. **Innovativeness of Design.** This criterion is used to score applications based on documentation submitted that reflects the innovative nature of the project. The applicant should explain the extent to which, if any, the project is an innovative approach to either delivering or using telecommunications to address the needs of the community, and how the project differs in approach from the typical educational or health care application of technology. If the project will not be innovative, explain why that approach is the best. **Up to 20 points can be assigned to this criterion.**
5. **Connectivity with Outside Networks.** This criterion is used to score applications based on the documentation submitted that reflects the extent to which the proposed project can be connected to other educational or health care networks. Consideration will be given to the extent that the proposed project will interconnect with other existing networks at the regional, statewide, national or international levels. Consideration will also be given to the extent that facilities constructed with Federal financial assistance will be utilized to extend or enhance the benefits of the proposed project. **Up to 20 points can be assigned to this criterion.**
6. **Cost Effective of Design.** This criterion is used to score applications based on the documentation submitted that reflects the cost efficiency of the project design. Consideration will be given to the extent that the proposed technology or technologies for delivering the proposed educational or health care services for the project service area are the most cost effective for the project proposed. **Up to 15 points can be assigned to this criterion.**

7. **Project Participation in EZ/ECs.** This criterion will be used to score applications based on the documentation submitted that reflects the designation of Empowerment Zones and Enterprise Communities (EZ/EC) included as beneficiaries of the proposed project. **Ten (10) points will be assigned if at least one end user site is located in an EZ/EC.**
8. **Project Participation in Champion Communities.** This criterion will be used to score applications based on the documentation submitted that reflects the designation of Champion Communities included as beneficiaries of the proposed project. **Five (5) points will be assigned if at least one end user site is located in a Champion Community.**

VI. Appeal Provisions

All qualifying applications will be scored based on criteria in section §1703.117. A determination will be made by RUS based on the highest ranking applications and the amount of funds available for grants and loans. All applicants will be notified in writing of the score each application receives. If the score received by the applicant could result in the denial of its application, or if its score, while apparently sufficient to qualify for financial assistance, may be surpassed by the score awarded to a competing applications after appeal, the applicant may appeal its numerical scoring. Any appeal must be based on inaccurate scoring of the application by RUS and no new information or data that was not included in the original application will be considered. The appeal must be made in writing within 10 days after the applicant is notified of the scoring results.

Appeals shall be submitted to: **Administrator**
Rural Utilities Service
U.S. Department of Agriculture
1400 Independence Avenue, S.W., STOP 1590
Washington, DC 20250-1590

The Administrator will review the original scoring to determine whether to sustain, reverse, or modify the original scoring determination. Final determinations will be made after consideration of all appeals. The Administrator's determination will be final. A copy of the Administrator's decision will be furnished promptly to the applicant. An appeal based solely upon the type of financial assistance the applicant qualifies for will not be considered.

VII. Assembly Format - Checklist (1703.109)

The application for financial assistance should be assembled and tabbed in the following order:

A. Application for Federal Assistance:

1. A Completed Standard Form 424
2. Application Summary Sheet (Attach to the 424 Form), Attachment 1

B. Proposed Scope of Work.

C. Executive Summary.

D. Financial Information.

E. Statement of Experience.

F. Funding Commitment From Other Sources.

G. Telecommunications System Plan.

H. Proposed Evaluation Methodology.

I. Compliance with Other Federal Statutes and Regulations:

1. Equal Opportunity and Non-Discrimination Requirements, Attachment 2.
2. Architectural Barriers, Attachment 3
3. Flood Hazard Area, Attachment 4
4. Uniform Relocation Assistance, Attachment 5.
5. Drug Free Workplace, Attachment 6
6. Certification Regarding Debarment, Attachment 7.
7. Restrictions on Lobbying, Attachment 8

J. Environmental Impact and Historic Preservation, Attachment 9

K. Evidence that Economic Conditions meet the Loan or Loan/Grant Qualifications

L. Evidence of Applicant's Legal Existence

M. Evidence that Applicant is **NOT** Delinquent on any Federal Obligation, Attachment 10.

N. Evidence of Consultation with the USDA State Director, Rural Development

O. Evidence from USDA State Director, Rural Development, that the Application Conforms with the State Strategic Plan.

P. Depreciation Schedule.

Q. Supplemental Information.

R. Additional Information Requested by RUS.

S. Other Forms:

1. Non-Duplication of Service Certificate, Attachment 11
2. National School Lunch Program Determination, Attachment 12
3. Rural Calculation Table, Attachment 13
4. Designation of Empowerment Zones and Enterprise Communities or Champion Communities
5. Documentation of the applicant's desire or lack of interest to be considered for a loan if the project is not selected as a grant recipient.

<i>Sample certificates and forms are included for your use.</i>

SAMPLE CERTIFICATES AND FORMS

U.S. DEPARTMENT OF AGRICULTURE
Rural Utilities Service

APPLICATION SUMMARY SHEET

Completion of this sheet is optional. However, this information would assist RUS in processing your application.

Please print or type. (This document should be attached to the back of the 424 form)

Date Filed: _____

Legal Name: _____

Organization Name: _____

Contact Person: _____

Phone Number: _____ Fax Number _____

Address: _____

Total Project Cost	_____
Matching Funds	_____
Loan Requested	_____
Other Supplemental Funding	_____

Instruction: Place an X in the appropriate space

1. Does your application emphasis ___Educational ___Medical ___Both?

2. Did a consultant assist with the preparation of this application? ___Yes ___No

3. What type of technology does your project utilize? ☐ Wire Line ☐ Wireless

4. If you selected wire line in question 3, please indicate what type.

☐ Fiber Lines ☐ Copper ☐ Coaxial

☐ Multiplexer (*please specify*): ☐ Switch 56 ☐ DS3 ☐ T-1

☐ Other (*please specify*) _____

5. If you selected wireless in question 3, please indicate what type.

☐ Microwave ☐ Satellite

☐ Multiplexer (*please specify*): ☐ Switch 56 ☐ DS3 ☐ T-1

☐ Other (*please specify*) _____

6. Please indicate the county(ies) where each end user site is located. _____

7. Please provide a short description of your proposed project in the space provided.

(This is not an official Government form. It has been prepared to assist and expedite the applicant's application and is only intended for use in the Distance Learning and Telemedicine Loan and Grant Program.)

U.S. DEPARTMENT OF AGRICULTURE
Rural Utilities Service

EQUAL OPPORTUNITY AND NONDISCRIMINATION CERTIFICATE

All grants and loans made under this subpart are subject to the nondiscrimination provisions of Title VI of the Civil Rights Act of 1964, as amended, (7 CFR Part 15); Section 504 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. 701 *et seq.*; 7 CFR Part 15b); and Age Discrimination Act of 1975, as amended, (42 U.S.C. 6101 *et seq.*; 45 CFR Part 90); and Executive Order 11246, Equal Employment Opportunity, (3 CFR, 1964 -- 1965 Comp., p. 339) as amended by Executive Order 11375 Amending Executive Order 11246, Relating to Equal Employment Opportunity (3 CFR, 1966 -- 1970 Comp., p. 684).

As recipients of assistance from RUS, the prospective primary participant commits to carry out RUS' established policy to comply with the requirements of the above laws and executive orders to the effect that no person in the United States shall, "on the basis of race, color, national origin, handicap, or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the RUS Distance Learning and Telemedicine Programs."

The _____ (Grantee/Borrower)

hereby certifies that as a prospective recipient under the said Distance Learning and

Telemedicine Grant and Loan Program, it will comply with the above referenced laws

and executive orders.

(Date)

(Signature)

(Name Typed or Printed)

(Title)

(This is not an official Government form. It has been prepared to assist and expedite the applicant's application and is only intended for use in the Distance Learning and Telemedicine Loan and Grant Program.)

Attachment 2

U.S. DEPARTMENT OF AGRICULTURE
Rural Utilities Service

CERTIFICATE REGARDING ARCHITECTURAL BARRIERS

All facilities financed with RUS grants and/or loans funds that are open to the public, or in which physically handicapped persons may be employed or reside, must be designed, constructed, and/or altered to be readily accessible to, and usable by handicapped persons. Standards for these facilities must comply with the Architectural Barriers Act of 1968, as amended, 42 U.S.C. 4151 *et seq.*) and with the Uniform Federal Accessibility Standards (UFAS), (Appendix A to 41 CFR subpart 101-19.6).

As a prospective primary participant recipient of assistance from RUS, this organization commits to carry out RUS' established policy to comply with the requirements of the above referenced law to the effect that all facilities must be readily accessible to and usable by handicapped persons.

The _____ (Grantee/Borrower) certifies, that as
a prospective recipient under the Distance Learning and Telemedicine Grant and Loan
Program, it is in compliance, or will be in compliance upon completion of the project,
with the above referenced law.

(Date)

(Signature)

(Name Typed or Printed)

Title)

(This is not an official Government form. It has been prepared to assist and expedite the applicant's application and is only intended for use in the Distance Learning and Telemedicine Loan and Grant Program.)

Attachment 3

U.S. DEPARTMENT OF AGRICULTURE
Rural Utilities Service

CERTIFICATE REGARDING FLOOD HAZARD AREA PRECAUTIONS

In accordance with 7 CFR part 1788, if the project is in an area subject to flooding, flood insurance must be provided to the extent available and required under the National Flood Insurance Act of 1968, as amended by the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. 4001 through 4128). If applicable, the insurance must cover, in addition to the buildings, any machinery, equipment, fixtures and furnishings contained in the buildings. RUS will comply with Executive Order 11988, Floodplain Management (3 CFR, 1977 Comp., p. 117), and 7 CFR 1794.41, of this chapter in considering the application for the project.

Please check the appropriate line below:

- ___ a) The project is not located in a 100 year flood plain; therefore, no Flood Insurance is required.
- ___ b) The project is located in a 100 year flood plain and the required insurance is or will be provided by:

The _____ (Grantee/Borrower) certifies, that as a prospective recipient under the Distance Learning and Telemedicine Grant and Loan Program, it is in compliance, or will be in compliance during construction and/or installation of equipment and upon completion of the project, with the above referenced law.

(Date)

(Signature)

(Name Typed or Printed)

(Title)

(This is not an official Government form. It has been prepared to assist and expedite the applicant's application and is only intended for use in the Distance Learning and Telemedicine Loan and Grant Program.)

Attachment 4

U.S. DEPARTMENT OF AGRICULTURE
Rural Utilities Service

**UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY
ACQUISITION POLICY ACT OF 1970 CERTIFICATION**

The _____ (Grantee/Borrower) assures that it will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act), 42 U.S.C. 4601-4655, and with implementing Federal regulations in 49 CFR Part 24 and 7 CFR Part 21.

Specifically, the _____ (Grantee/Borrower) assures that:

Whenever Federal financial assistance is used to pay for any part of the cost of a program or project which will result in the displacement of any person;

- (a) Fair and reasonable relocation payments and assistance shall be provided to or for displaced persons in accordance with sections 202, 203, and 204 of the Uniform Act,
- (b) Relocation assistance programs offering the services described in section 205 of the Uniform Act shall be provided to displaced persons, and
- (c) Within a reasonable period of time prior to displacement, comparable replacement dwellings will be available to displaced persons in accordance with section 205(c) (3) of the Uniform Act.

Date

Signature of President or Authorized Official of Ultimate Recipient

(This is not an official Government form. It has been prepared to assist and expedite the applicant's application and is only intended for use in the Distance Learning and Telemedicine Loan and Grant Program.)

Attachment 5

U.S. DEPARTMENT OF AGRICULTURE
Rural Utilities Service

**CERTIFICATION REGARDING
DRUG-FREE WORKPLACE REQUIREMENTS (GRANTS/LOANS)
ALTERNATIVE I - FOR GRANTEE/BORROWERS OTHER THAN INDIVIDUALS**

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 *et seq.*), 7 CFR Part 3017, Subpart F, Section 3017.600, Purpose. The January 31, 1989, regulations were amended and published as Part II of the May 25, 1990, Federal Register (pages 21681-21691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant/loan.

ALTERNATIVE I

A. The grantee/borrower certifies that it will or will continue to provide a drug-free work place by:

- (a) Publishing a statement notifying employees that unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee/borrower's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee/borrower's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant/loan be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant/loan, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction;
- (e) Notifying the Agency in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant/loan officer on whose grant/loan activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant/loan;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee/borrower may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant/loan:

Place of Performance:

Street Address

City

County

State

Zip Code

_____ **Check if there are workplaces on file that are not identified here.**

Organization Name

Name and Title of Authorized Representative

Signature

Date

(This is not an official Government form. It has been prepared to assist and expedite the applicant's application and is only intended for use in the Distance Learning and Telemedicine Loan and Grant Program.)

**U.S. Department of Agriculture
Rural Utilities Service**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' Responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed transaction.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) are not presently debarred, suspended, proposed for Debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a 3-year period preceding this proposal been convicted of or had civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) are not presently indicted for or otherwise criminally or civil charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for causes or defaults.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

Name and Title of Authorized Representative

Signature

Date

(This is not an official Government form. It has been prepared to assist and expedite the applicant's application and is only intended for use in the Distance Learning and Telemedicine Loan and Grant Program.)

Attachment 7

U.S. DEPARTMENT OF AGRICULTURE
Rural Utilities Service

**CERTIFICATION REGARDING LOBBYING FOR CONTRACTS,
GRANTS, LOANS, AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Copies of this form may be obtained from RUS.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization Name

Name and Title of Authorized Representative

Signature

Date

(This is not an official Government form. It has been prepared to assist and expedite the applicant's application and is only intended for use in the Distance Learning and Telemedicine Loan and Grant Program.)

Attachment 8

U.S. DEPARTMENT OF AGRICULTURE
Rural Utilities Service

Distance Learning and Telemedicine Loan and Grant Program
Environmental Questionnaire/Certification

If the construction proposed in this application will not impact the environment or historic preservation, you may sign certification indicating no adverse impact and skip filling out the questionnaire.

CERTIFICATION

I hereby certify that the construction proposed in this application will not adversely impact the environment or historic preservation.

(Signature and Date)

(Print or Type Title)

QUESTIONNAIRE

Note: It is extremely important to respond to all questions completely to ensure expeditious processing of the Distance Learning and Telemedicine application. The information herein is required by Federal law.

Important: Any activity related to the project that may adversely affect the environment or limit the choice of reasonable development alternatives shall not be undertaken prior to the completion of Rural Utilities Service's environmental review process.

Legal Name of Applicant _____

Signature (Type, sign, & date) _____

The applicant's representative certifies to the best of his/her knowledge and belief, that the information contained herein is accurate. Any false information may result in disqualification for consideration of the grant or rescission of the grant.

I. Project Description - Detailing construction, including, but not limited to internal modifications of existing structures, and/or installation of telecommunications

transmission facilities (defined in 7 CFR 1703.102), including satellite uplinks or downlinks, microwave transmission towers, and cabling.

1. Describe the portion of the project, and site locations (including legal ownership of real property), involving internal modifications, or equipment additions to buildings or other structures (e.g., relocating interior walls or adding computer facilities) for each site.
2. Describe the portion of the project, and site locations (including legal ownership or real property), involving construction of transmission facilities, including cabling, microwave towers, satellite dishes, or disturbance of property of .99 acres or greater for each project site.

3. Describe the nature of the proposed use of the facilities and whether any hazardous materials, air emissions, wastewater discharge, or solid waste will result.
4. State whether or not any project site(s) contain or are near properties listed or eligible for listing in the National Register of Historic Places, and identify any historic properties. (The applicant must supply evidence that the State Historic Preservation Officer (SHPO) has cleared development regarding any historical properties).
5. Provide information whether or not any facility(ies) or site(s) are located in a 100-year floodplain. A National Flood Insurance Map should be included reflecting the location of the project site(s).

II. For projects which involve construction of transmission facilities, including cabling, microwave towers, satellite dishes, or physical disturbance of real property of .99 acres or greater, the following information must be submitted (7 CFR 1703.109(I)(3)).

1. A map (*preferably a U.S. Geological Survey map*) of the area for each site affected by construction (include as an attachment).
2. A description of the amount of property to be cleared, excavated, fenced, or otherwise disturbed by the project and a description of the current land use and zoning and any vegetation for each project site affected by construction.

3. A description of buildings or other structures (i.e., transmission facilities), including dimensions, to be constructed or modified.

4. A description of the presence of wetlands or existing agricultural operations and/or threatened or endangered species or critical habitats on or near the project site(s) affected by construction.

5. Describe any actions taken to mitigate any environmental impacts resulting from the proposed project (use attachment if necessary).

Note: The applicant may submit a copy of any environmental review, study assessment, report or other document that has been prepared in connection with obtaining permits, approvals, or other financing for the proposed project from State, local or other Federal bodies. Such material, to the extent relevant, may be used to meet the requirements herein.

(This is not an official Government form. It has been prepared to assist and expedite the applicant's application and is only intended for use in the Distance Learning and Telemedicine Loan and Grant Program.)

U.S. DEPARTMENT OF AGRICULTURE
Rural Utilities Service

FEDERAL OBLIGATIONS CERTIFICATION ON DELINQUENT DEBT

IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT: ___YES ___NO (If Yes, provide explanatory information.)

Note: Examples of debts include, but are not limited to, delinquent taxes, guaranteed or direct government loans (more than 31 days past due) and other administrative debts.

APPLICANT CERTIFICATION
FEDERAL COLLECTION POLICIES FOR COMMERCIAL DEBT

The Federal Government is authorized by law to take any or all of the following actions in the event that a grantee/borrower's loan payment become delinquent or the grantee/borrower defaults on its loan: (1) Report the grantee/borrower's delinquent account to a credit bureau; (2) Assess additional interest and penalty charges for the period of time that payment is not made; (3) Assess charges to cover additional administrative costs incurred by the Government to service the grantee/borrower's account; (4) Offset amounts owed to the grantee/borrower under other Federal programs; (5) Refer the grantee/borrower's debt to the Internal Revenue Service for offset against any amount owed to the grantee/borrower as an income tax refund; (6) Refer the grantee/borrower's account to a private collection agency to collect the amount due; and (7) Refer the grantee/borrower's account to the Department of Justice for litigation in the courts.

All of these actions can and will be used to recover any debts owed when it is determined to be in the interest of the Government to do so.

The _____ (Grantee/Borrower)
hereby certifies that as a prospective recipient under the said Distance Learning and Telemedicine Grant and Loan Program that it is not currently delinquent on any Federal debt and that it further has read and understand the actions the Federal Government can take in the event that it fails to meet any future scheduled payments in accordance with the terms and conditions of its agreements.

(Date)

(Signature)

(Name Typed or Printed)

(Title)

(This is not an official Government form. It has been prepared to assist and expedite the applicant's application and is only intended for use in the Distance Learning and Telemedicine Loan and Grant Program.)

Attachment 10

U.S DEPARTMENT OF AGRICULTURE
Rural Utilities Service

NON DUPLICATION OF SERVICES CERTIFICATE

As a prospective primary participant recipient of assistance from RUS, this organization commits to carry out RUS' established policy to comply with the requirements that no facilities using financial assistance will duplicate adequate established telemedicine services and/or distance learning services.

The _____ (Grantee/Borrower)

hereby certifies that as a prospective recipient under the said Distance Learning and

Telemedicine Grant and Loan Program, that it will not use RUS grant and/or loan

funds to duplicate any adequate established services as referenced above.

(Date)

(Signature)

(Name Typed or Printed)

(Title)

(This is not an official Government form. It has been prepared to assist and expedite the applicant's application and is only intended for use in the Distance Learning and Telemedicine Loan and Grant Program.)

Attachment 11

**U.S. DEPARTMENT OF AGRICULTURE
Rural Utilities Service**

National School Lunch Program Determination

Use the following guidelines to determine the applicable National School Lunch Program (NSLP) eligibility percent for a particular end user site:

1. Public school or non profit private schools of high school grade or under should use the actual eligibility percentage for that particular school.
2. Schools and institutions of higher learning ineligible to participate in the NSLP and non-school end user sites (medical facilities, libraries, etc.) should use the eligibility percentage of all students in the school district where the end user will be located.

Based on the above guidelines, provide the applicable percentage of students eligible to participate in the National School Lunch Program (NSLP) in the areas where the end user sites comprising the project are located.

End User Site #	Specific Location (city, village, town, etc.)	County & State	Total Number of Students, Percent of those Students Eligible to Participate in NSLP, and Source of Information*		
			#	%	Source
1					
2					
3					
4					
5					
6					

**Include name of state or local organization administering the program, and name and title of person providing the information*

(This is not an official Government form. It has been prepared to assist and expedite the applicant's application and is only intended for use in the Distance Learning and Telemedicine Loan and Grant Program.)

Attachment 12

U.S. DEPARTMENT OF AGRICULTURE
Rural Utilities Service

RURAL CALCULATION TABLE

1. Enter the total number of end user sites to be funded using RUS loan or grant funds. (If a hub is utilized as an end user site, the hub will be considered as an end user site for the purpose of this rurality calculation.) _____
2. There are a total of 35 possible points for this criterion. (The maximum number of points each end user site can receive is determined by dividing 35 by the total number of end user sites.)
3. The following definitions are used in the evaluation of rurality and includes the applicable points for each criterion:
 - A) **Exceptionally Rural Area** - Any area not included within the boundaries of any city, village, or borough having a population in excess of 5,000 inhabitants. (Each Exceptionally Rural Area would receive the maximum number of points allocated on the basis by dividing 35 by the total number of end user sites.)
 - B) **Rural Area** - Any area included within the boundaries of any city, village, or borough of 5,000 and not in excess of 10,000 inhabitants. (The Rural Area end user site will receive 50% of the maximum number of points that each end user site could receive.)
 - C) **Urban Area** - Any area included within the boundaries of any city, village, or borough having in excess of 10,000 inhabitants. (The Urban Areas will receive -0- points.)

User	End User Site 1	End User Site 2	End User Site 3	End User Site 4	End User Site 5	End Site 6
4. Enter the specific location (city, village, etc.) including county of each end user site						
5. Enter the number for Exceptionally Rural Areas						
6. Enter the number for Rural Areas Sites						
7. Enter -0- for Urban Areas Sites						
8. Totals						

(This is not an official Government form. It has been prepared to assist and expedite the applicant's application and is only intended for use in the Distance Learning and Telemedicine Loan and Grant Program.)